

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 18**

**374TH AIRLIFT WING COMMAND
Supplement 1**

5 SEPTEMBER 2003

Supply

DOCUMENT CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to assigned, attached, associate, and tenant units.

SUMMARY OF REVISIONS

Updates office symbols. A bar (|) indicates revision from the previous edition.

AFMAN 23-110, Volume II, Part Two, Chapter 18, is supplemented as follows:

18.2.6. (Added) Delinquent Document Monitors.

18.2.6.1. (Added) Flight commanders or flight chiefs will appoint, in writing, a primary and alternate delinquent document monitor and forward memorandums to 374th Logistics Readiness Squadron Procedures and Accountability Section (374 LRS/LGRSP). Memorandums will include: name, grade, office symbol, duty phone, and date eligible for return from overseas (DEROS). Monitors will:

18.2.6.1.1. (Added) Act as the flight point of contact.

18.2.6.1.2. (Added) Check the delinquent document listing daily and take action as stated in paragraph 18.15.7. of AFMAN 23-110, Volume 2, Part 2, Chapter 18.

18.2.6.1.3. (Added) Inform 374 LRS/LGRSP of any related problems he or she is unable to resolve.

18.2.6.2. (Added) 374 LRS/LGRSP will maintain current appointment memorandums for all delinquent document monitors.

18.12.2.2. NOTE. Maintain source documents for 15 calendar days.

18.15.6.3. Maintain the delinquent listing for a minimum of 15 calendar days.

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